



Coordinator, Special Education Statewide Assessment

Non-Classified Classification

Open for Recruitment: August 3, 2015 – Open until filled

Announcement # NONCLS095174

Salary: \$26.45 - \$31.25 per hr. (\$55,016 - \$65,000 yearly) [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education (SDE) is seeking a highly qualified candidate for the position of Special Education Statewide Assessment Coordinator.

The statewide assessment program is the standard achievement student testing program, consisting of annual standardized achievement testing in English Language Arts, Math and Science. Special education statewide assessments, commonly known as alternative assessments, are a part of the statewide K-12 testing program for students with significant cognitive disabilities.

The Coordinator reports to the Director of Assessment and Accountability, performs work of considerable difficulty, and exercises independent judgment, initiative, and leadership under administrative direction. The incumbent will provide program administration, public relations, and contract management for the statewide alternative assessments, and is responsible for coordinating with managers of other state required assessments, particularly regarding meeting the needs of students with disabilities.

This position requires approximately 10-15% travel time, mostly within the state. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES:

- Oversees all alternate K-12 assessments testing programs in Idaho; coordinates district monitoring of all alternate assessments; actively participates in program evaluation.
- Oversees accommodations for all K-12 statewide assessments in Idaho, including maintenance of a process for districts to apply for unique accommodations.
- Provides direct technical support and professional development for teachers and administrators on all aspects of administering alternative assessments and use of the various assessment platforms.
- Maintains Alternate Assessment webpage on the SDE site and on the Idaho Training Clearinghouse including publishing and updating all announcements, documents, training materials, FAQs, and resources on a regular basis.
- Serves as state contact for the National Center and State Collaborative (NCSC) alternate assessment consortium, participates in all NCSC activities, and oversees Idaho's NCSC Community of Practice.
- Coordinates with leadership for assessment program planning, development, and delivery as well as compliance with state and federal guidelines.
- Works collaboratively with Special Education and IT Support divisions at the State Department of Education.
- Understands federal and state law and requirements regarding students with disabilities.
- Consults with other state programs to learn of best practices to be used as possible models in Idaho.
- Develops and recommends program work plans, timelines, and implementation strategies.
- Administers project budgets and authorizes expenditures.
- Serves as liaison between program leadership, federal, state, local agencies, citizen groups, and grantors/contractors.
- Identifies, trains, and coordinates with program committees, advisory groups, and school district representatives.

- Trains and advises on instructional program and implementation of assessment policies and best practices for students with disabilities, through the creation and delivery of presentations to all stakeholders including live workshops and webinars.
- Identifies and works with other agencies and organizations as project partners; develops, recommends, and implements strategies to encourage and obtain stakeholder and/or community support.
- Plans, facilitates, and conducts meetings; speaks before groups and works with individuals to promote public awareness and advocacy of data-driven decision making.
- Acts as state contract manager for multiple layer contracts with vendors responsible for developing and administering statewide assessments within the Special Education Statewide Assessment Program.
- Oversees contractor reports to determine program progress, quality and quantity of service, and compliance with laws, standards, and guidelines.
- Coordinates other duties associated with the assessment and accountability program, as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university
- Special Education Teaching Experience
- Experience with program management, planning, and coordinating programs and projects
- Knowledge of developing support and tools for assessment programs
- Good public relations and interpersonal skills
- Experience explaining specialized or complex material to the public
- Experience as liaison with customer/partner groups

DESIRED QUALIFICATIONS:

- Experience with large scale assessment programs
- Knowledge of principles, techniques, and objectives in conducting assessments and evaluations
- Experience interpreting federal and state laws, rules, regulations, and policies and advising on their requirements
- Experience managing all aspects of contracts, from developing requests for proposals to managing the contract for services
- Education with an emphasis in special education testing and evaluation, assistive technology, significant cognitive disabilities, physical disabilities and or communication and behavior disorders
- An advanced degree in special or general education, assessment, or other comparable experience
- Administrative experience in the field of public education

TO APPLY:

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration. The Exam for this position is to submit a letter of interest and customized resume'. All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists may be asked to provide additional information, documentation, or transcripts.

TIMEFRAMES:

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. **Application review will begin immediately. Applicant screening will continue until the position is filled. The State Department of Education seeks to fill this position as soon as possible, but a later start date is negotiable.** It is to the applicant's advantage to submit materials as soon as possible.

Finalists may be asked to provide additional information, documentation, or transcripts. **Interview dates have not been determined at this time.** Those applicants not selected will be notified. **This announcement will be closed without notice once a qualified candidate is identified and accepts the position.**

**Thank you for your interest in employment
with the State Department of Education!**

OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment